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ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 CCO-00 /026 R

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
ARRANGEMENTS

REF: STATE 081236, 082220 AND 087598

REMOVE EXDIS CAPTION WHEN VISIT ANNOUNCED PUBLICLY.

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF

THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS WILL

NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS

IMPORTANT THAT WE BE TOLD WHAT THEY ARE. SEE LAST PARA-

GRAPHS FOR SPECIAL INSTRUCTIONS AND TENTATIVE ITINERARY.

TO AVOID CONFUSION AMONG THE MULTIPLICITY OF ACRONYMS AND

TERMS USED, THE FOLLOWING IS OFFERED FOR CLARIFICATION:

A. SPECIAL ASSISTANTS' OFFICE - THIS IS THE BASIC OFFICE

DIRECTLY SERVING THE SECRETARY CONSISTING OF TWO (2)

SPECIAL ASSISTANTS AND THREE (3) SECRETARIES ALL OF WHOM

TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS

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RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY

AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, COMPOSED OF ONE OFFICER AND ONE SECRETARY EACH. ONE TEAM ARRIVES SEVERAL DAYS PRIOR TO THE SECRETARY TO REVIEW POST PREPARATIONS. THE SECOND TEAM ARRIVES ABOARD THE SECRETARY'S AIRCRAFT.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS CONCERNED WITH ALL ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT. THE TRIP ADMINISTRATIVE OFFICER WILL BE ABOARD THE SECRETARY'S AIRCRAFT. ANOTHER OFFICER FROM S/S-EX MAY VISIT SELECT POSTS IN ADVANCE OF THE SECRETARY'S ARRIVAL TO ASSIST WITH PREPARATIONS.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER STAFFERS ABOARD SECRETARY'S AIRCRAFT.

E. UNITED STATES SECRET SERVICE (USSS) - REQUIREMENTS AND ARRIVALS OF ADVANCE TEAMS WILL BE SUBJECT OF SEPTELS.

F. WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) - TWO WHCA COMMUNICATORS WILL ARRIVE ABOARD SECRETARY'S AIRCRAFT AND WILL WORK OUT OF THE POST'S C&R UNIT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS AIRCRAFT CREW TOTALING ABOUT TWENTY. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW ABOARD SECRETARY'S AIRCRAFT AS WELL AS FOR CREW AND USSS AGENTS ABOARD THE CARPLANE AND FOR ADVANCE SECRETARIAT AND USSS PERSONNEL TRAVELING COMMERCIALLY. ARRANGE FOR CONSOLIDATED IMMIGRATION/-CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT. ADVISE BY IMMEDIATE CABLE IF THIS CAN BE ACCOMPLISHED.

PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT. THE PARTY HAS ALL REQUIRED INOCULATIONS.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS (SEE ALSO PARA. 4 BELOW)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LIMITED OFFICIAL USE

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LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND TWELVE (12) DOUBLE ROOMS TO BE USED AS OFFICES. BEDROOM FURNITURE SHOULD BE REMOVED FROM ALL OFFICES. THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS COMMAND POST TO BE LOCATED IN ONE AREA, WITH

OTHER OFFICES (I.E. FOR S/S ETC. AND THE REMAINDER OF THE PARTY) LOCATED ON ANOTHER FLOOR. IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS RESPECTIVELY, AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MSGS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE. SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: TWO (2) CONNECTING DOUBLE ROOMS CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES AND FORMS

- COPY MACHINE (IF POSSIBLE)

- AN ENGLISH SPEAKING LOCAL EMPLOYEE SHOULD BE ASSIGNED TO THE SPECIAL ASSISTANTS' OFFICE FOR THE DURATION OF THE VISIT. IT WILL SUFFICE IF THE SPECIAL ASSISTANTS' DRIVER IS BILINGUAL. THIS PERSON CAN REMAIN IN THE VISITORS' RECEPTION ROOM UNTIL CALLED UPON.

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM LIMITED OFFICIAL USE

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LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST. IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS AND SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) SECRETARIAT STAFF (S/S): A TOTAL OF THREE (3) CONNECTING DOUBLE ROOMS. TWO (2) SHOULD BE CONVERTED INTO OFFICES AND THE THIRD DOUBLE SHOULD BE RESERVED FOR

OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS RECEPTION ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY LIMITED OFFICIAL USE

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CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR THE SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

5. GROUND TRANSPORTATION

THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING

MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) ONE VEHICLE FOR WHCA PERSONNEL.

(6) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(7) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE LIMITED OFFICIAL USE

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PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

6. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: THE MEDICAL OFFICER AND THE USSS AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

7. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

D. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR

OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND SENIOR STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

8. BAGGAGE

- A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.
- B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.
- C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL LIMITED OFFICIAL USE

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ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

- D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.
- E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY USSS TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE USSS ADVANCE TEAM.
- F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

9. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

10. SECRETARIAL/COURIER ASSISTANCE

- A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.
- B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRE-

TARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC LIMITED OFFICIAL USE

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BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I. E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

11. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

12. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

13. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

14. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

15. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

16. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS LIMITED OFFICIAL USE

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JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

17. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. AT ALL POSTS WHERE SECRETARY'S LIMOUSINE WILL BE USED, IT WILL ARRIVE IN ADVANCE VIA A USAF CARGO PLANE. THIS AIRCRAFT WILL ALSO CARRY A CONTINGENT OF APPROXIMATELY TWENTY SECRET SERVICE AGENTS. THE ITINERARY, MANIFEST, REQUEST FOR CLEARANCES AND ACCOMMODATION REQUIREMENTS FOR SECRET SERVICE AND CREW WILL BE SUBJECT OF SEPTELS FROM THE SECRET SERVICE AND THE AIR FORCE. ADDITIONAL INFORMATION WILL BE AVAILABLE FROM THE ADVANCE SECRET SERVICE AGENT IN CHARGE. PLEASE NOTE THAT ANY REQUESTS FOR ACCOMMODATIONS ARE IN ADDITION REPEAT IN ADDITION TO THOSE STATED IN PARAGRAPH 3 ABOVE.

C. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

D. FOR PARIS: IF SECRETARY WILL BE STAYING AT THE RESIDENCE WE WOULD APPRECIATE INSTANT REPLAY OF PREVIOUS EXCELLENT ARRANGEMENTS FOR USE OF THE CRILLON HOTEL AND THE CHANCERY LIBRARY.

18. ITINERARY: ALL TIMES ARE LOCAL. WE WILL ADVISE YOU IMMEDIATELY OF ALL CHANGES.

THURSDAY 5/6 2215 ARRIVE PARIS

FRIDAY 5/7 NOON DEPART PARIS

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Message Attributes

Automatic Decaptioning: Z
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 17 APR 1976
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: GolinoFR
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE093417
Document Source: CORE
Document Unique ID: 00
Drafter: EX:JBMORAN:MKWM
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760146-0069
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760450/aaaabqan.tel
Line Count: 424
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 8
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: EXDIS
Reference: 76 STATE 81236
Review Action: RELEASED, APPROVED
Review Authority: GolinoFR
Review Comment: n/a
Review Content Flags:
Review Date: 19 APR 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <19 APR 2004 by buchant0>; APPROVED <20 APR 2004 by GolinoFR>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: PARIS
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006